DOCUMENT RESUME

ED 179 209 IR 007 871

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TITLE	Human Resources Directories and Files in Education. Information Series No. 160.
INSTITUTION	Ohio State Univ., Columbus. National Center for Research in Vocational Education.
SPONS AGENCY	National Inst. of Education (DHEW), Washington, D.C.
PUB DATE	79
GRANT	OB-NIE-G-78-0211
NOTE	38p.
EDRS PRICE	MF01/PC02 Plus Postage.
DESCRIPTORS	*Consultants; *Directories; Education; Guidelines; *Human Resources
IDENTIFIERS	*Educational Information

ABSTRACT

Fifteen educational human resource directories and files--compilations of information about individuals with certain areas of expertise who can provide assistance to educators--are described in this document. Five criteria were used to determine which directories would be included: (1) lists individuals, (2) searchable by index(es), (3) available nationally, (4) readily accessible, and (5) recent and valid. Each human resource directory is summarized in a one-page description, which includes title, description, index information, date of current issue, update frequency, cost, publisher, and a sample entry. All are available for national or multi-state use by educators. State directories which are accessible to users in other states or which can serve as models for developing a human resource directory are also noted. Information for interpreting human resource directory sheets is provided, and guidelines for developing a human resource directory are outlined. A supplemental list cites education-related human resource directories that did not meet all the stipulated criteria. (Author)

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Information Series No. 160

ED179209

HUMAN RESOURCE DIRECTORIES & FILES IN EDUCATION

James V. Bina
Ida Halasz-Salster

The Resource and Referral Service (RRS)
one of four central services of the Research and Development Exchange (RDx)

The National Center for Research in Vocational Education
The Ohio State University
1960 Kenny Road
Columbus, Ohio 43210

1979

IR007841

FUNDING INFORMATION

Project Title:	Resource and Referral Service (RRS)
Grant Number:	OB-NIE-G-78-0211
Project Number:	P-6
Source of Grant:	Department of Health, Education, and Welfare National Institute of Education Washington, D.C.
Grantee:	The National Center for Research in Vocational Education The Ohio State University Columbus, Ohio
Project Director:	John C. Peterson
Disclaimer:	This publication was prepared pursuant to a grant with the National Institute of Education, U.S. Department of Health, Education, and Welfare. Grantees undertaking such projects under Government sponsorship are encouraged to freely express their judgment in professional and technical matters. Points of view or opinions do not, therefore, necessarily represent official National Institute of Education position or policy.
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FOREWORD

The Resource and Referral Service (RRS) is a part of a nationwide dissemination system, the Research and Development Exchange (RDx). This publication on human resource directories should be of particular interest to educators, especially social science researchers and dissemination specialists.

The profession is indebted to James V. Bina and Ida Halasz-Salster, the National Center for Research in Vocational Education, The Ohio State University, for their scholarship in the preparation of this publication. Recognition is due the contact persons associated with each human resource directory for their verification and assistance in compiling this information. In addition, recognition is due John C. Peterson, Project Director, for his guidance and direction in the preparation of this publication.

Robert E. Taylor
Executive Director
The National Center for Research
in Vocational Education

ABSTRACT

Human resource directories and files useful to educators are described in this document. A human resource directory or file is a compilation of information about individuals with certain areas of expertise who can provide assistance to educators. Five criteria were used to determine which directories would be described: (1) lists individuals, (2) searchable by index(es), (3) available nationally, (4) readily accessible, and (5) recent and valid. Each human resource directory is summarized in a one-page description which includes title, description, index, date, update frequency, cost, publisher, and a sample entry. The fifteen human resource directories described are available for national or multi-state use by educators. State directories which are accessible to users in other states or which can serve as models for developing a human resource directory are also included. Information for interpreting human resource directory sheets is provided, and guidelines for developing a human resource directory are outlined. A supplemental list cites education-related human resource directories that did not meet all of the stipulated criteria.

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INTRODUCTION

Information resources available to educators must be accurate, timely, and functionally organized. Numerous compilations of information resources are available. An example is the recently published series of documents which includes: (1) *Dissemination Networks: Information Resources for Education;* (2) *Private Organizations and Associations: Information Resources for Education;* and (3) *Databases and Clearinghouses: Information Resources for Education.* Human resources are a critical dimension of information resources in that they provide current information that may not be available through printed materials. Timeliness through printed information is often difficult to achieve. For example, newsletters take several weeks to publish and it takes almost two years to publish a hard cover book.

Human resources are defined as individuals who can provide information, expert advice, technical assistance, or service; or who can suggest other sources of information. Human resources are often known as *consultants, experts,* or *specialists.* Since individuals are constantly learning and changing, their information often reflects the latest practical and theoretical information available. For this document, **a human resource directory is defined as a compilation of information about individuals with certain areas of expertise who can provide assistance to people in education.** The compilation can be systematically searched by users. A directory may be available in various formats such as printed documents, files, and machine-readable databases.

Using individuals as human resources has many advantages. Individuals can often explain complex ideas in relation to the user's level of understanding or prior knowledge, and can immediately answer questions which are tailored to the user's specific needs. They also have access to other valuable resources such as unpublished or fugitive information and can recommend other human resources. Schools can take advantage of the expertise of a wide range of individuals from their communities. Through face-to-face communication with local citizens, individuals can help reduce the gap and promote closer relationships between the school and the community. Local citizens can provide relevant information about the community, its resources, and opportunities.

Purpose of This Document

Many educators, including teachers, administrators, planners, agency officials, writers, or researchers, need access to people who have specialized information or services. Although many educational organizations and associations have membership lists, these lists often do not provide sufficient information to select the most qualified or expert individual(s) for a specific resource need.

The primary purpose of this document is to identify and briefly describe directories that cite individuals as specialized educational human resources. These directories have been identified after a search of, or consulation with:

1. *Books in Print*

2. National clearinghouses, including those of the Educational Resources Information Center (ERIC) system

3. Educational organizations

4. Educational agencies

5. University and public library references

6. Government Printing Office publications lists

7. Educational research centers and laboratories

8. Independent researchers

Criteria for Inclusion

Five criteria were used to determine those directories of human resources described in this document. Directories meeting these criteria:

1. Include names, addresses and/or phone numbers of *individuals* who can provide information/assistance to educators at any level.

2. Are *searchable* by at least one *index* such as area of expertise or service provided.

3. Are available *nationally*. State and regional directories are included if they are accessible to users in other areas.

4. Are accessible in some format, either for free or for purchase, through libraries, educational and governmental organizations, clearinghouses, publishers, or developers.

5. Is the most recent edition or version available that is still valid and useful?

In addition, directories may be contained within other documents providing the above criteria are met. Directories selected for inclusion have various formats, e.g., printed document, card file, microform, machine-readable database, needle card sort, and looseleaf notebook.

A number of directories were not selected because they did not meet all five of the above criteria. The lack of an index was the one criteria that excluded most directories. For example, although many education-related associations have membership directories, they are not indexed according to members' expertise or interest areas. Generally, members are only listed alphabetically. Some directories are subdivided by state, but do not provide any means of searching for specialized individuals.

Many directories were considered potentially valuable references for people in education even though they did not meet all five of the criteria. The directories are listed on pages 27–29.

HOW TO INTERPRET HUMAN RESOURCE DIRECTORY ENTRIES

NUMBER OF DIRECTORY

TITLE OF HUMAN RESOURCE DIRECTORY

DESCRIPTION: Information about the human resource directory or file, e.g., types of information contained in the directory, number of entries, number of pages, and format of the directory. When known, editors/writers are credited.

INDEX: Categories by which the directory can be systematically searched.

DATE: Date of current version of the directory.

UPDATE FREQUENCY: How often new information is added to, or outdated information is eliminated from, the directory or how often a new edition is published.

COST: Price of purchasing or using the directory. Includes postage, shipping, and prepayment if required.

AVAILABLE FROM: Person and/or organization from which a user can obtain or purchase the directory.

DATE VERIFIED: Date the accuracy of the information was checked with developer or editor.

SAMPLE ENTRY: Typical example of a citation. In some cases the page number or section is indicated.

NOTE: Additional explanations or pertinent information about the directory.

HUMAN RESOURCE DIRECTORIES & FILES

This section contains one-page descriptions of fifteen human resource directories that meet the criteria previously cited. A page on "How To Interpret Human Resource Directory Entries" is given on page 3.

1 ALASKA TALENT BANK

DESCRIPTION: The Human Resource Talent Bank was developed in 1973 by Alaska's Department of Education. It includes information about education and community experts who can serve as consultants to educators. It is primarily designed for Alaska educators; however, it may be used by other educators. Now being converted from manual to computer, it will become part of the Alaska Knowledge Base, a statewide computerized system.

INDEX: Indexed by: (1) descriptors of activities, (2) subject matter

DATE: 1978

UPDATE FREQUENCY: Annually

COST: Charge for long distance call only

AVAILABLE FROM: Eula Ruby, Administrator
Program Development and Dissemination
Alaska Department of Education
Pouch F
Juneau, Alaska 99811
Telephone: (907) 465-2814

DATE VERIFIED: January 12, 1979

SAMPLE ENTRY: (Fictitious example)

SUMMIT, JANET
Somewhere Elementary School
Box 1266
Somewhere, Alaska 90001
Telephone: 296-4659
Home: 296-2352

ACTIVITY: Special Education-Learning Problems
Reading-Diagnostic

AGE LEVEL(S): Elementary

TEACHING: Other Peninsula Schools
TRAVEL: Yes
AVAILABILITY: Varied
FEE: Open
WORK REFERENCE: Clark White, Principal, Somewhere, Alaska
Dr. James F. Fall, Assistant Superintendent, Other Peninsula Schools

NOTE: A narrative of approximately 200 words is included.

2 DIRECTORY OF FELLOWS

DESCRIPTION: This 140-page directory contains information about active members of the Society for Values in Higher Education. Members are one of the following: Kent Fellow (K), Danforth Fellow (D), Graduate Fellowship for Women (GFW), Post-Doctoral Fellow (PD) or Elected Fellow (E). Inactive and deceased Fellows are not cited fully nor indexed. Full citations are arranged alphabetically and include academic field as well as Fellowship and year received.

INDEX: Indexed by: (1) geographic location
(2) academic field/professional interest

DATE: 1978

UPDATE FREQUENCY: Biennually

COST: Free

AVAILABLE FROM: Constance Wentzel
Society for Values in Higher Education
363 St. Ronan Street
New Haven, Connecticut 06511

DATE VERIFIED: January 5, 1979

SAMPLE ENTRY: Page 12

BIRD, FREDERICK B.
Associate Professor
Departments of Religion and Sociology
Concordia University (Sir George Williams Campus)
Montreal, Canada

BIRTH DATE: 1938
RELIGIOUS AFFILIATION: UCC
UNDERGRADUATE: Harvard University
DEGREE & DATE: B.A., 1961
GRADUATE: Harvard Divinity School
DEGREE & DATE: B.D., 1964
GRADUATE: Graduate Theol. Union
DEGREE & DATE: Ph.D., 1973
FELLOWSHIP AND YEAR ELECTED: K68

ACADEMIC FIELDS:
Sociology of Poverty and Underdevelopment
Comparative Ethics
Sociology of Religion

3 DIRECTORY OF IGE IMPLEMENTORS AND COORDINATORS

DESCRIPTION: This directory identifies individuals who can assist schools using Individually Guided Education (IGE). The 98-page document lists about 175 people and their areas of expertise. Each entry includes name, title, institutional affiliation, areas of IGE expertise, and the individual's function, he or she is IGE coordinator, IGE implementor, or both.

INDEX: Indexed by: (1) name of individual
(2) state

DATE: 1977-1978

UPDATE FREQUENCY: Occasionally

COST: Single copies free

AVAILABLE FROM: Laurence Weber, Information Specialist
Wisconsin Research and Development Center for Individualized Schooling
University of Wisconsin - Madison, School of Education
1025 W. Johnson Street
Madison, Wisconsin 53706
Telephone: (608) 263-4200

DATE VERIFIED: January 19, 1979

SAMPLE ENTRY:

California

BROCK, GINNA
State IGE Coordinator/Secondary
(Coordinator)
California State Department of Education
721 Capitol Mall
Sacramento, California 95814
(Coordinating Agency)

EXPERTISE IN:
Local school implementation and teacher education with specialization in:
- Organizational-administrative processes and interpersonal relationships
- Motivation

4 DIRECTORY OF ORGANIZATIONS AND PERSONNEL IN EDUCATIONAL MANAGEMENT (FIFTH EDITION)

DESCRIPTION: This 81-page directory has a section on organizations and one on personnel. Each section has its own index. The personnel section lists individuals who conduct pure or applied research on topics in educational management and individuals engaged in documentation efforts in this field. The 498 researchers cited are educational managers at the elementary and secondary school levels. Each entry includes: name, title, address for 1976 academic year, subject(s) of research, agency with which research efforts are affiliated and publication(s) available from researcher.

INDEX: Indexed by: (1) subject of research, (2) name of individual

DATE: 1976

UPDATE FREQUENCY: Every 2 to 3 years; sixth edition scheduled for Spring 1979

COST: $4.95; sixth edition will cost $5.50

AVAILABLE FROM: Philip K. Piele/Stuart C. Smith
ERIC Clearinghouse on Educational Management
University of Oregon
Eugene, Oregon 97403
Telephone: (503) 686-5043

DATE VERIFIED: December 20, 1978

SAMPLE ENTRY: Personnel Section, page 39

HICKROD, G. ALAN
Professor of Educational Administration
Director, Center for the Study of Educational Finance
Illinois State University
Normal, Illinois 61761

SUBJECTS OF RESEARCH:
School finance and the economics of education—state grant-in-aid models, concept of equity or equalization, optimum size, politics of school finance, fiscal aspects of declining enrollments.

AGENCY WITH WHICH RESEARCH EFFORTS ARE AFFILIATED:
Federal research grant, state education department, university, university research bureau.

PUBLICATIONS AVAILABLE FROM RESEARCHER:
"Cost-Size Relationship among School Districts in Illinois, 1974" (with others), "Research Agenda for School Finance Reform in Illinois" (with Ben C. Hubbard).

5 DIRECTORY OF PEOPLE IN NON-TRADITIONAL JOBS (NEW JERSEY)

DESCRIPTION: This directory provides a list of women and men from New Jersey and nearby areas in nontraditional jobs who are willing to visit schools and participate in career days. The 17-page directory is organized by occupational clusters and includes an addendum of entries. Each entry includes name, address, and occupation. Telephone numbers are included unless the individual prefers only written requests.

INDEX: Indexed by occupation

DATE: 1978

UPDATE FREQUENCY: None currently planned

COST: Free

AVAILABLE FROM: Marylin A. Hulme
Office of Equal Access
New Jersey State Department of Education
225 West State Street
Trenton, New Jersey 08625

DATE VERIFIED: January 22, 1979

SAMPLE ENTRY: Page 1

Agriculture

Landscape Designer and Horticulturist

EASTMAN-BENNETT, JOAN
189 Mountain Avenue
Summit, New Jersey 07901
Telephone: (201) 273-540[illegible]

6 1978-79 DIRECTORY OF RESOURCES FOR THE EDUCATION OF ADULTS

DESCRIPTION: This 200-page directory identifies human, organizational, and material resources which can enhance the development or delivery of educational services to adult learners. Listings include: university faculty, members and staff of national advisory councils, state directors of adult education, and key contact persons for state and national information services. The directory also includes listings of organizations with names of the contact persons. Edited by J. Nevin Robbins and sponsored by the ERIC Clearinghouse on Adult, Career, and Vocational Education and the Adult Education Association of the U.S.A.

INDEX: Indexed by: (1) subject, (2) name

DATE: 1979

UPDATE FREQUENCY: Biennually

COST: Approximately $12.00 (Also available on microfiche through ERIC for $0.83 + $0.15 postage.)

AVAILABLE FROM: National Center Publications
The National Center for Research in Vocational Education
The Ohio State University
1960 Kenny Road
Columbus, Ohio 43210
Telephone: (800) 848-4815 - TOLL FREE

DATE VERIFIED: January 12, 1979

SAMPLE ENTRY:

SPINELLI, FRAN M. (MS.), DIRECTOR
National Adult Education Clearinghouse
Montclair State College
Upper Montclair, New Jersey 07043
Telephone: (201) 893-4353 or 893-4355

Acquires and assesses commercial and non-commercial curricular-instructional materials for adult basic, secondary, continuing, community education, and related areas. Prepares abstracts and develops bibliographies, circulates copies, publishes the *AEC Newsletter*, and provides technical assistance.

7 HUMAN RESOURCES FILE (ILLINOIS)

DESCRIPTION: The Human Resources File (HRF) cites consultants who provide services to local education agencies in Illinois. It is one component of the Illinois Resource and Dissemination Network (IRDN). The automated file contains 650 entries and is stored on PLATO, the University of Illinois computer. It is primarily used by Illinois educators, but out-of-state educators may arrange for access to it through the IRDN manager. Each consultant entry provides address, area of expertise, availability, consulting fee (if any), and previous consulting experience.

INDEX: Indexed by ERIC descriptors

DATE: 1978

UPDATE FREQUENCY: Annually

COST: Free to Illinois educators in local education agencies; cost recovery for others

AVAILABLE FROM:
Carol Reisinger, Manager
Illinois Resource and Dissemination Network
Illinois Office of Education
100 North First Street
Springfield, Illinois 62777
Telephone: (217) 782-0762

DATE VERIFIED: December 19, 1978

SAMPLE ENTRY:

SIVAK, MARIE ROSE
Education Consultant/Library Media
Illinois Office of Education
100 North First Street
Springfield, Illinois 62777
Telephone: (217) 782-2826

AREAS OF EXPERTISE:
- Library/Media
- Program Development
- Facilities Planning
- Public Relations
- Planning

DESCRIPTORS:
- Instructional Media
- Library Facilities
- Public Relations
- Program Planning
- Elementary Secondary Education

NOTE: Vita and additional information are available.

8 HUMAN RESOURCES INVENTORY

DESCRIPTION: The Human Resources Inventory (HRI) cites over 80 people across the nation who qualified to provide services in the following areas: Communications, Public Relations, Marketing, Planning, Problem Solving, Evaluation, Implementation, Process Helping, Managing and Organization, and Resource Acquisition. HRI is maintained by the Dissemination Support Service (DSS), one of four central support services of the Research and Development Exchange (RDx). The information, stored on needle-sorted punch cards, includes addresses, phone numbers, skill clusters, availability fees, etc.

INDEX: Indexed by: (1) area of expertise, (2) region

DATE: 1978

UPDATE FREQUENCY: Continually

COST: Referrals at no charge; brokered services are negotiated

AVAILABLE FROM:
Ruth Emory
Human Resources Inventory
Dissemination Program
Northwest Regional Educational Laboratory
710 S.W. Second Avenue
Portland, Oregon 97204
Telephone: (503) 248-6839

DATE VERIFIED: January 22, 1979

SAMPLE ENTRY:

SCHMUCK, RICHARD A. (DR.)
1956 Fairmont Boulevard
Eugene, Oregon 97043
Telephone: (503) 345-7425

INSTITUTION:
Center for Educational Policy Management (CEPM)
1472 Kincaide
Eugene, Oregon 97403
Telephone: (503) 686-5067

FEE: $250. - $300. per day Negotiable Yes____ No X

AVAILABILITY: Anytime Restricted X

NOTE: Vita and additional information are available.

9 KANSAS HUMAN RESOURCES FILE

DESCRIPTION: The Kansas Human Resources File is one part of a three-part file developed, maintained, and searched by the Kansas Educational Dissemination/Diffusion System (KEDDS/RESOURCES). It is designed primarily for Kansas educators, but arrangements for out-of-state educators to use the file may be made through Nancy Flott. Each entry includes name, occupation, employing organization, address, subject area, specific skills, and names of two references.

INDEX: Indexed by: (1) ERIC descriptors, (2) Kansas identifiers

DATE: 1977

UPDATE FREQUENCY: Continually

COST: Free

AVAILABLE FROM: Nancy Flott
KEDDS/Resources Component
Kansas State Department of Education
120 East 10th Street
Topeka, Kansas 66612
Telephone: (913) 296-3136

DATE VERIFIED: January 19, 1979

SAMPLE ENTRY: From computer file

FLOTT, NANCY L.
3504 Park Lane Ct.
Topeka, Kansas 66605
Telephone: (913) 267-3911

ORGANIZATION:
Director, KEDDS/Resources
Kansas State Department of Education
120 East Tenth Street
Topeka, Kansas 66612
Telephone: (913) 296-3136

FEE: None EXPENSES: None
AVAILABILITY: Available as work schedule permits
TARGET AUDIENCE: TEA, ADM, STAGNCYPER*
TRAINING RESOURCES: Depends on type of presentation

PUBLICATIONS: *Manual for Computerized Information Retrieval: A Learning Activity Packet.* Topeka: Kansas State Department of Education, 1973
DESCRIPTORS: Educational Change; *Information Systems; *Information Dissemination; *Development; Community Resources; Workshops
IDENTIFIERS: *Kansas; Transactional Analysis; Kansas Educational Dissemination/Diffusion System; *State Department of Education, Topeka

NOTE: *Explanation of abbreviations provided with computer printout.
Starred items are key descriptors and identifiers.

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10 READING RESOURCE EDUCATORS FROM INSTITUTIONS OF HIGHER EDUCATION IN THE PACIFIC NORTHWEST

DESCRIPTION: This directory identifies people who can provide assistance to local school districts as they develop their reading programs. Educators from the states of Alaska, Idaho, Oregon, and Washington are cited in this document. Each entry includes name of consultant, position, institution, address, telephone, type of assistance, program/process/system, and discussion of services. The types of assistance are: assessing reading problems, evaluating research, reviewing programs, solving reading problems, and staff development workshops.

INDEX: Indexed by: (1) state, (2) five types of assistance

DATE: 1977

UPDATE FREQUENCY: None currently planned

COST: Limited number available FREE; cost recovery after free copies are exhausted.

AVAILABLE FROM:

Dave Campbell
Northwest Regional Educational Laboratory (NWREL)
Lindsay Building
701 S.W. Second Avenue
Portland, Oregon 97204
Telephone: (503) 248-6879

OR

Al Haugerud, Director
Northwest Reading Consortium
Office of the Superintendent of Public Instruction
Old Capitol Building
Olympia, Washington 98504
Telephone: (206) 753-5235

DATE VERIFIED: January 25, 1979

SAMPLE ENTRY: Page 22

AHRENDT, KENNETH M. (DR.)
Associate Professor of Reading Education
Oregon State University
Education Hall 308, Oregon State University
Corvallis, Oregon 97331
Telephone: (503) 754-4721

TYPE OF ASSISTANCE: Staff Development Workshops

PROGRAM/PROCESS/SYSTEM: (1) Program
(2) Staff Development Workshop

DISCUSSION OF SERVICES: Analysis of secondary materials
Study skills K-12
Vocabulary development in elementary and secondary content.

11 TALENT BANK (IDAHO)

DESCRIPTION: The Talent Bank, operated by the Idaho Department of Education, provides referrals and serves as a broker of human resources. It is designed primarily for use by Idaho educators, but arrangements for use by out-of-state users may be made through Richard Kay. The over 425 entries are organized by the educational levels and by categories such as administration, finance, etc.

INDEX: Indexed by: (1) educational level (e.g., preschool, elementary, secondary)
(2) region
(3) expertise

DATE: 1977

UPDATE FREQUENCY: Continually

COST: Free to Idaho educators; cost recovery for others

AVAILABLE FROM: Richard Kay, Coordinator
Department of Education
Operation Talent Bank
Len B. Jordan Office Building
Boise, Idaho 83720
Telephone: (208) 384-2281

DATE VERIFIED: January 22, 1979

SAMPLE ENTRY:

SWATZ, HOMER
Route 1
Twin Falls, Idaho 83301
Telephone: 543-6122
Home: 734-3590

EXPERTISE AREA: Science Chemistry ETV
GRADE LEVEL: 9-12 9-12 K-12
EXPERTISE AREA: Environmental Education
GRADE LEVEL: K-12

AVAILABILITY: Any time
SUBJECT: Science
DISTRICT: Buhl School District

12 SPEAKERS BUREAU DIRECTORY (ASTD)

DESCRIPTION: The directory is published by the American Society for Training and Development (ASTD) primarily for its members. It identifies specialists in 53 subject categories who can participate in instructional programs. Each entry includes name, job title, organization, address, and phone number.

INDEX: Indexed by: (1) alphabetical list
(2) ASTD region
(3) Subject

DATE: 1978

UPDATE FREQUENCY: Annually

COST: ASTD Members: 1st copy free, additional copies $5.95 each; nonmembers: $7.95 each.

AVAILABLE FROM: American Society for Training and Development
P. O. Box 5307
Madison, Wisconsin 53705
Telephone: (608) 274-3440

DATE VERIFIED: January 19, 1979

SAMPLE ENTRY: Volume 2, Page 4

ADELMAN, CONRAD
President
IBMS Corporation
105 Winthrop Road
Hillsdale, New Jersey 07642
Telephone: (201) 666-0909
(201) 666-2448

NOTE: This is one of three entries for each individual. The others are by ASTD region and by subject.

13 1977 TECHNOLOGY TRANSFER DIRECTORY OF PEOPLE (SECOND EDITION)

DESCRIPTION: This directory lists persons interested in the process of technology transfer. Each entry in this 103-page document includes name, telephone, address, area of interest, area of expertise, and occupation. The area of interest is categorized into four areas: (1) where and how to find technology; (2) examples of new uses of technology; (3) research in technology utilization methods; and (4) research in technology movement. Areas of expertise and occupations are based on the *Dictionary of Occupational Titles* published by the U.S. Department of Labor.

INDEX: Indexed by: (1) area of interest
(2) area of expertise
(3) occupation

DATE: 1977

UPDATE FREQUENCY: Biennually

COST: Single copies free

AVAILABLE FROM: James A. Jolly
Professor of Management
School of Business and Public Administration
California State University
Sacramento, California 95819
Telephone: (916) 454-6459

DATE VERIFIED: January 23, 1979

SAMPLE ENTRY: Page 1

ABEL, ROBERT B.
Texas A & M University
College Station, Texas 77843
Telephone: (713) 845-3845

AREA OF INTEREST: A B C*

AREA OF EXPERTISE: 381 405 468*

OCCUPATION: 381*

NOTE: *Information is provided in directory to explain the codes used in the entry format.

14 TRAINING RESOURCES CONSULTANT DIRECTORY AND BUYER'S GUIDE (ASTD)

DESCRIPTION: This is a reference of suppliers of more than 230 products and consultants specializing in approximately 200 subject areas. It is published primarily for its members by the American Society for Training and Development (ASTD). Each supplier or consultant is listed by name, address, telephone number, product and service.

INDEX: Indexed by:
(1) alphabetical list
(2) product and/or service
(3) state
(4) advertisers

DATE: 1979

UPDATE FREQUENCY: Annually

COST: ASTD Members: 1st copy free, additional copies $5.95 each; non-ASTD members: $7.95 each

AVAILABLE FROM: American Society for Training and Development
P. O. Box 5307
Madison, Wisconsin 53705
Telephone: (608) 274-3440

DATE VERIFIED: January 19, 1979

SAMPLE ENTRY: Page 32

R. L. Montgomery & Associates, Inc.

MONTGOMERY, R. L.
12313 Michelle Circle
Brunsville, Minnesota 35337
Telephone: (612) 894-1348

PRODUCT(S):
Platform skills training program

SERVICE(S):
Platform skills, public speaking, sales training, secretarial training, trainer training.

15 WASHINGTON INFORMATION DIRECTORY

DESCRIPTION: The entire directory contains over 5,000 citations of government agencies, congressional committees, and nongovernment agencies. Several appendices, pages 579-699, cite House and Senate members in alphabetical order along with party affiliation and states represented. Members' committee assignments and key aides are listed. Washington and district office addresses and phone numbers are listed. Separate appendices list representatives and senators by states and cite birth dates, occupations, religious affiliations, and seniority rank within the member's party.

INDEX: Entire directory indexed by: (1) subject
(2) agency/organization

DATE: 1978-79

UPDATE FREQUENCY: Annual

COST: $19.50

AVAILABLE FROM: Congressional Quarterly Inc.
1414 22nd Street, N.W.
Washington, D.C. 20037

DATE VERIFIED: January 8, 1979

SAMPLE ENTRY: Appendix "Senator's Offices, Staff, Committee Assignments," page 650

BAYH, BIRCH, SENATOR, (D IND.)
Capitol Hill Office
363 RSOB 20510
Telephone: 224-5623

ADMINISTRATIVE ASSISTANT:
P. A. Mack
LEGISLATIVE ASSISTANT(S)
Barbara Dixon (health, women, labor)
Eve Lubalin (energy)
Fred Williams (civil rights)
Abby Reed (appropriations)
Chris Aldridge (foreign affairs)
PRESS AIDE:
Carol Sanger

STATE OFFICE:
416 Federal Building
46 East Ohio Street
Indianapolis, Indiana 46204
Telephone: (317) 269-6240
OFFICE DIRECTOR: Diane Meyer
COMMITTEE ASSIGNMENTS:
Appropriations
Judiciary
Select Intelligence, chm.
Democratic Steering

NOTE: Other appendices contain additional information about House and Senate members.

DEVELOPING A HUMAN RESOURCE DIRECTORY

Another purpose of this document is to offer guidelines for compiling a directory of human resources. The fifteen directories described in this document meet all the criteria previously cited for selecting human resource directories and can serve as models for developing other human resource directories. Few, if any, guidelines are available to those wishing to produce directories. The following guidelines provide a systematic approach to producing a human resource directory.

Guidelines for Developing a Human Resource Directory

1. Define the purpose, the scope, and the intended users of the directory.

2. Identify, allocate, and budget resources needed to develop the directory. These resources include personnel, time, printing and distribution resources.

3. Establish a time line of deadlines and adhere to them. Develop a flow chart which graphically shows deadlines and interrelationships of tasks.

4. Define the areas of expertise, interests, or services of the people to be included. Specify that information which is absolutely essential for a useful directory.

5. Locate sources of potential human resources through:

   key contact persons, e.g., authors, organizations, clearinghouses, agencies, and recent literature in the field(s)

   membership lists, personnel directories, and other directories

   announcements in relevant newsletters and periodicals

6. Design or select an appropriate data collection form. (See page 24 for example.)

7. Distribute data collection forms to potential individuals, appropriate organizations, and key contact people. Include a release statement especially if the directory will be used outside of the immediate organization. (See page for an example.)

8. Select an appropriate format (card file, needle card sort, printed directory, looseleaf notebook, microform, machine-readable database) to organize and store collected data. Build in an updating and purging capacity if the directory will be revised or updated.

9. Collect and classify returned data collection forms. Eliminate inappropriate ones and those without release forms, if required. Allow enough time to send at least one follow-up request if forms have not been returned.

10. Assign indexing terms in order to designate areas of expertise, etc. and develop an index.

11. Select an appropriate format to disseminate or publish the directory. This format may differ from the one used to organize and store the data. (See page 23 for further explanation.)

12. Proofread carefully.

13. Design a dissemination strategy which meets the needs of the directory's intended audiences.

Data Collection

Developing a human resource directory requires pertinent information about individuals who will be included.

A variety of forms used for gathering necessary information have been developed. Large associations generally use their membership forms to compile directories. Other organizations create specialized forms to solicit appropriate information regarding potential human resources' expertise, services, and interest areas.

One specialized form, "Human Resource Identification Survey," was developed by the Illinois Office of Education (Figure 1). It is used to collect data for their *Human Resources File.* While it is designed to compile computer-retrievable data, this form can be easily adapted for use with card files or printed directories.

Regardless of the form used, however, an important consideration is the individual's legal right to privacy. Generally, directories prepared for use solely by members of the sponsoring organization are exempt from legal constraints or liability. However, to avoid possible legal question, it is advisable to have contributors sign a release statement which gives permission to use personal information in a publication. A release statement can be added to the form requesting the data, and should be kept on file as long as the directory is considered valid.

Organization of Information

It is important to identify and index human resources not only by organizational affiliation but also by areas of expertise or services provided. Other indexes (e.g., geographic), increase the usefulness of the directory.

With small numbers of human resources, alphabetical listings are adequate. However, further classification such as tables of contents and subdivisions by state, institution, or agency, is helpful to the user.

Coding systems can help alleviate repetitious listings such as expertise, service, and location, while matrixes help organize the information for quick identification and selection.

Formats for a Directory

A variety of formats are appropriate for storing and disseminating human resource information. The format for dissemination (delivery of human resource information to users) may be different from the one used to store the information. A commonly used format for dissemination is a printed document containing data about the human resources and at least one index.

A printed document can be easily distributed to users and stored without special files or equipment. One disadvantage of printed documents is their bulk; another is that updating requires costly revisions. Periodic addendums are one way of updating published directories.

It is easiest to maintain an up-to-date directory with card files, looseleaf notebooks, newsletter inserts, and needle card sorts. These can be updated quickly, and can be purged efficiently as well. Machine-readable databases may require several months for revision, but have the advantage of speed in information retrieval.

Figure 1

STATE BOARD OF EDUCATION
ILLINOIS OFFICE OF EDUCATION
Illinois Resource and Dissemination Network
100 North First Street
Springfield, Illinois 62777

HUMAN RESOURCE IDENTIFICATION SURVEY

DATE	INTERVIEWER
AGENCY	
LOCATION	

NAME | SOCIAL SECURITY NO.

TITLE | EMPLOYER

ADDRESS (Number, Street, City, State, Zip) | PHONE
☐ Work
☐ Home

LIST AREAS OF EXPERTISE (descriptors)

DETAILED DESCRIPTION OF SERVICES PROVIDED

Secondary Audience	Major Audience	TARGET AUDIENCE
☐	☐	Administrators
☐	☐	Ancillary School Personnel
☐	☐	Community Members
☐	☐	Counselors
☐	☐	Diagnosticians
☐	☐	Learning Center Personnel/Librarians
☐	☐	Parents
☐	☐	Psychiatrists
☐	☐	Psychologists
☐	☐	School Nurses
☐	☐	Social Workers
☐	☐	Special Education
☐	☐	Students
☐	☐	Teacher Aides
☐	☐	Teachers
☐	☐	Therapists

TARGET AUDIENCE (Continued)
- ☐ Vocational Education
- ☐ Volunteers
- ☐ Other (specify) _____

EDUCATIONAL LEVEL
- ☐ Infants (age 0-3)
- ☐ Preschool (age 3-5)
- ☐ Kindergarten (5-6)
- ☐ Elementary (grades 1-5)
- ☐ Middle Schools (grades 5-8)
- ☐ Junior High (grades 7-9)
- ☐ Secondary Education
- ☐ 2 Year Colleges
- ☐ Higher Education (4 + years)
- ☐ Post Secondary (age 18 +, non-coll./univ.)
- ☐ Other (specify) _____

TYPE OF SERVICE
- ☐ Accept Phone Calls
- ☐ Receive and answer letters
- ☐ Send out materials
- ☐ Visitation at consultant's site
- ☐ Visitation at client site
- ☐ Workshops/conferences/presentations
- ☐ Exhibits
- ☐ On-going consulting services
- ☐ Other (specify) _____

EVALUATION OF INDIVIDUALS BY
- ☐ Illinois Office of Education
- ☐ Internal expert
- ☐ External expert
- ☐ Participants
- ☐ Evaluations are available for review
- ☐ Other (specify) _____

TRAVEL RESTRICTIONS
- ☐ Consultant's site only
- ☐ Off site, within 25 miles
- ☐ Off site, 26-100 miles
- ☐ Off site, 101-200 miles
- ☐ Off site, State wide
- ☐ Off site, Multi-state
- ☐ Off site, National
- ☐ Other (specify) _____

ACCESSIBILITY
- ☐ Available within a week's notice
- ☐ Available in one to three weeks
- ☐ Available in three weeks to three months
- ☐ Available in three to six months
- ☐ Available in six months to one year
- ☐ Available in over one year
- ☐ Not available, but expected in future
- ☐ Other (specify) _____

PROFESSIONAL FEE
- ☐ None
- ☐ Up to $50
- ☐ $51 - $100
- ☐ $101 - $150
- ☐ $151 - $200
- ☐ Over $200
- ☐ Negotiable

NOTE: IOE employees may not accept fees from public schools for their services.

OTHER COST
- ☐ Materials
- ☐ Transportation
- ☐ Meals and lodging
- ☐ Other (specify) _____

RESTRICTIONS OR SPECIAL NOTES

IOE 42 3B (4/78)

PLEASE TYPE OR PRINT

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SUPPLEMENTAL LIST OF HUMAN RESOURCE DIRECTORIES

Although they did not meet one or more of the criteria for inclusion in this document, the following human resource directories can be useful to educators.

BASIC EDUCATIONAL OPPORTUNITY GRANT DIRECTORY
(in Standard Education Almanac)
1977-78

Marquis Academic Media
200 East Ohio Street
Chicago, Illinois 60611

COLORADO CAREER EDUCATION RESOURCE TEAM DIRECTORY
1978

Colorado Department of Education
State Office Building
201 East Colfax
Denver, Colorado 80203

CONSULTANT DIRECTORY FOR RURAL CAREER GUIDANCE
August 1978

National Career Guidance Communication Network for Rural and Small Schools
ERIC/CRESS
New Mexico State University
Las Cruces, New Mexico 88003

CONSULTANTS AND CONSULTING ORGANIZATIONS DIRECTORY
1976

Gale Research Company
Book Tower
Detroit, Michigan 48226

COUNCIL OF CHIEF STATE SCHOOL OFFICERS
November 1978

Council of Chief State School Officers
1201 Sixteenth Street, N.W.
Washington, D.C. 20036

DIRECTORY OF THE AMERICAN PSYCHOLOGICAL ASSOCIATION
1978

The American Psychological Association
1200 - 17th Street, N.W.
Washington, D.C. 20036

DIRECTORY OF LAW LIBRARIAN CONSULTANTS TO CORRECTIONAL INSTITUTIONS
June 1975

American Association of Law Libraries
53 West Jackson Boulevard
Chicago, Illinois 60604

DIRECTORY OF MINORITY PROFESSORS OF EDUCATIONAL ADMINISTRATION
1978

University Council for Educational Administration
29 West Woodruff Avenue
Columbus, Ohio 43210

DIRECTORY OF REHABILITATION CONSULTANTS
1971

Regional Rehabilitation Research Institute
University of Florida
901 Lakeshore Towers
Gainesville, Florida 32601

DIRECTORY OF WOMEN PROFESSORS OF EDUCATIONAL ADMINISTRATION
1977

University Council for Educational Administration
29 West Woodruff Avenue
Columbus, Ohio 43210

DIRECTORY: EDUCATIONAL AND CAREER INFORMATION SERVICES FOR ADULTS
1978

The National Center for Educational Brokering
1211 Connecticut Avenue, N.W.
Washington, D.C. 20036

DIRECTORY: FEDERAL, STATE AND LOCAL GOVERNMENT CONSUMER OFFICES
August 1977

Department of Health, Education, and Welfare
Office of Consumer Affairs, State and Local Programs
Superintendent of Documents
U.S. Government Printing Office
Washington, D.C. 20402

EDUCATION DIRECTORY: STATE EDUCATION OFFICIALS
1977-78

National Center for Education Statistics
Superintendent of Documents
U.S. Government Printing Office
Washington, D.C. 20402

NATIONAL DIRECTORY OF OCCUPATIONAL PROGRAM CONSULTANTS
1978

National Clearinghouse for Alcohol Information
National Institute of Alcohol Abuse and Alcoholism
Division of Special Treatment and Rehabilitation
5600 Fishers Lane
Rockville, Maryland 20857

THE NATIONAL AFFILIATION FOR LITERACY ADVANCE DIRECTORY
1978

The National Affiliation for Literacy Advance
Box 131
Syracuse, New York 13210

NATIONAL AUDIO-VISUAL ASSOCIATION MEMBERSHIP DIRECTORY
1978

National Audio-Visual Association, Inc.
3150 Spring Street
Fairfax, Virginia 22031

NATIONAL EDUCATION ASSOCIATION HANDBOOK
1978-79

National Education Association of the United States
1201 Sixteenth Street, N.W.
Washington, D.C. 20036

NOCTI AREA TEST COORDINATORS
September 1978

National Occupational Competency Testing Institute
45 Colvin Avenue
Albany, New York 12206

REGISTRY OF INTERPRETERS FOR
THE DEAF, INC.
January 1978

Registry of Interpreters for the
Deaf, Inc.
P. O. Box 1339
Washington, D.C. 20013

RESOURCES FOR EDUCATIONAL ISSUES
VOLUME 1: BASIC SOURCES OF INFORMATION IN EDUCATION
VOLUME 2: SPECIFIC ISSUES IN EDUCATION
1978

Regional Planning and Service Project
Southwest Educational Development
Laboratory
211 East Seventh Street
Austin, Texas 78701

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USGPO: 1979-659-052